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This Notice Expires 1 March 1960

NOTICE

PERSONNEL

26 February 1959

POSITION ANALYSIS

CAREER SERVICE AVERAGE GRADE

1. The method of assigning personnel to components by Career Services, as prescribed in Regulation [] and Handbook No. [] makes possible the movement of Career Service personnel into flexible positions without requiring the revision of planning papers or the reclassification of positions. This notice introduces a further step in the direction of flexibility and establishes a new relationship between the process of position analysis and the administration of personnel by Career Services.

2. The classification of new positions and the reclassification of existing positions, whether limited or flexible, will be accomplished with the minimum necessary review if this classification and reclassification is accompanied by compensating changes so that there is no increase in the average grade of the Career Service concerned.

3. Classification actions resulting in an increase in the average grade of a Career Service require justification both with regard to the position or positions affected and with regard to the importance and weight of the general requirements placed on that Service.

4. The Deputy Directors (Intelligence), (Plans), and (Support) will be called upon to review and approve increases in the average grade for Career Services under their jurisdiction before these are referred to the Director of Personnel. The Deputy Directors may compensate for increases in the average grade of one Service under their control by making reductions in other Services.

5. The Chief, Salary and Wage Division, Office of Personnel, will apply the techniques prescribed in Regulation [] to all changes in classification. The extent of his survey will, however, be determined by the extent to which the changes proposed affect the average grade of the Service or Services concerned.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

H. GATES LLOYD
Acting Deputy Director
(Support)

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